

**ST AGNES CATHOLIC PRIMARY SCHOOL**  
**PARENTS & FRIENDS ASSOCIATION (P&F)**  
**ANNUAL GENERAL MEETING (AGM)**



*Minutes of Meeting held at 8.30pm on Tuesday 12<sup>th</sup> November 2019*

**Attendees:** Julie Kluck, Gareth Greenwood, Shane Boyce, Andrew Lankowski, Bernadette Judd, Liam Beatty, Joel Zagami, Keira Sommerfeld, Katie Nohr, Moira Roosmale-Cocq, Georgie Thomson, Elliott Murray, Nelle Griffin, Amy Welsh, Michael Gleeson, Rachelle French, Matthew Lechte, Katie Poli, Katrina Ryan

<b>Item</b>	<b>Topic</b>
1	<b>Welcome: Meeting opened at 8.30pm</b>
1.1	Julie Kluck opened meeting.
2	<b>Annual Reports</b>
2.1	<ul style="list-style-type: none"> <li>• President's Annual Report – Julie Kluck <ul style="list-style-type: none"> <li>○ Refer President's report below.</li> </ul> </li> <li>• Treasurer's Annual Report – Shane Boyce <ul style="list-style-type: none"> <li>○ Refer Treasurer's report below.</li> </ul> </li> </ul>
3	<b>Resignation of Executive (Office Bearers) and all Committee Members</b>
4	<b>Nominations and Appointments for 2020 Executive and Committee Roles</b>
4.1	<p><u>Executive for 2020:</u></p> <ul style="list-style-type: none"> <li>○ <b>President:</b> Julie Kluck</li> <li>○ <b>Vice President:</b> Gareth Greenwood</li> <li>○ <b>Secretary:</b> Keira Sommerfeld</li> <li>○ <b>Treasurer:</b> Shane Boyce</li> </ul> <p><u>Committee for 2020:</u></p> <ul style="list-style-type: none"> <li>○ <b>Tuckshop Convenor (paid position):</b> Christine Papas</li> <li>○ <b>Uniform Shop Convenor:</b> Sara Pope</li> <li>○ <b>Book Club Co-ordinator:</b> Katie Poli</li> <li>○ <b>Parent Class Rep Co-ordinator:</b> Georgie Thomson</li> <li>○ <b>Fundraising Stalls &amp; Raffles:</b> Moira Roosmale-Cocq &amp; Sara Sullivan</li> <li>○ <b>Communications/Marketing Co-ordinator:</b> Georgie Thomson</li> <li>○ <b>Student Banking Co-ordinator:</b> Crystal Mason &amp; Leisa Williams</li> <li>○ <b>Fete Co-ordinator (2020):</b> Julie Kluck</li> <li>○ <b>Environment/Working Bee Co-ordinator:</b> Joel Zagami</li> <li>○ <b>Grants Co-ordinator:</b> Matthew Lechte</li> </ul> <p><u>Positions not filled:</u></p> <ul style="list-style-type: none"> <li>○ BBQ Coordinator</li> <li>○ Mini Mudder Co-ordinator</li> <li>○ Events Co-ordinator</li> <li>○ Sport Support Co-ordinator</li> <li>○ Parent Info Night Co-ordinator</li> </ul>
5	<b>General Business</b>
5.1	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

**ST AGNES CATHOLIC PRIMARY SCHOOL**  
**PARENTS & FRIENDS ASSOCIATION (P&F)**  
**ANNUAL GENERAL MEETING (AGM)**

**President's Annual Report 2019**

2019 has been another busy and successful year for the P&F, and now is a time to stop and reflect on our achievements as a community.

At the start of this year our aim as a P&F was to build a stronger school community through social events, fundraising and parent involvement and I think it's safe to say we have done just that.

This year we continued to provide financial support to the school and parents through contributions to camp fees and bus expenses, and the oval upkeep, as well as social activities such as the prep BBQ and morning teas.

We also commenced a container recycling programs which has collected over 3000 containers this year. The purpose of this was to continue the discussion on caring for our environment in our school community, and I think the collection has been successful in this regard and will only continue to grow.

I would like to thank Mrs Rimmer and the year 6 students for their support of this project.

The P&F also finalised its 5-year executive plan which aligns with the school's goals. We will continue structure our fundraising goals to reflect these priorities.

Thank you to our Committee members who led these activities and the school community for their support.

A special mention must go to the Mini Mudder team, led by Katrina Ryan, who again coordinated a great event raising \$9500 – the highest amount raised in the event's seven years. This will be put towards our playground project in 2020.

In other fundraising news, we ran our much-loved Easter Raffles thanks to Rene Overland and Melissa Miller. Our Sports Day BBQ and Book Club was well supported by our parents and students.

Through the Book Club, we were able to contribute \$1600 worth of resources to the Library. Thank you, Katie Poli, for coordinating book club again this year.

And as we head into a Fete year – our biggest fundraising event on the P&F calendar – I would like to thank the Fete Committee for getting the fete up and running. Planning and donations are well underway, and we look forward to continued parent support next year.

Last Sunday, we had great community support as we hosted a Bunnings BBQ. Thank you to all the parents who donated, cooked, served and purchased at our sausage sizzle, in particular Gareth Greenwood who organised this.

On the social calendar, Gareth also coordinated the Dads Happy Hour event, which is gaining popularity. His initiative to get dads – new and old – together, was both needed and appreciated.

The P&F also appreciates all the parents that come forward to be Class Reps each year to make the social and communications aspect of our school successful. Thank you to Louise Macquet for her contribution in 2019.

This year, I have been fortunate to be able to work alongside a committed and hardworking team and would like to thank the P&F executive committee, Gareth Greenwood (Vice President), Shane Boyce (Treasurer) and Andrew Lankowski (Secretary) for their dedication, and enthusiasm, which has helped the P&F run so efficiently. Their willingness to give up their own time to foster a positive community partnership is greatly appreciated.

I would also like to acknowledge a few of our committee members who have given a great deal of their time and effort to support me in my first year in this role.

Georgie Thomson has done an outstanding job in the position of Communications and has provided effective and consistent communication with the parent body this year. Thank you, Georgie.

As mentioned, Katrina Ryan led the Mini Mudder team and she also organised the bush dance. Both are much loved events in our school community, and we are all very grateful for her leadership and commitment. These events are both great examples of the St Agnes community spirit and are something the kids and families really look forward to.

Katrina has also provided the executive team with a great deal of support this year, and for that I'm very grateful.

This year we welcomed a number of new P&F committee members.

Amy Welsh joined us in events, and ran our Mother's Day high tea, which was an enjoyable afternoon and well attended. Amy also ran our very popular trivia night and we thank her for her efforts this year.

**ST AGNES CATHOLIC PRIMARY SCHOOL**  
**PARENTS & FRIENDS ASSOCIATION (P&F)**  
**ANNUAL GENERAL MEETING (AGM)**

Keira Sommerfeld coordinated our Mother's and Father's Day stalls which is a highlight in the kids' school year. Both stalls were very well organised, and we received great feedback from students, parents and teachers – thank you Keira.

We also had two new parents running student banking this year – thank you to Leisa and Crystal for picking up that role late in the year.

Matt Lechte joined us as grants officer and keep us abreast of upcoming grant opportunities that would suit the P&F and we were successful in obtains a lord mayor grant to go towards our events and Joel Zagami helped us with coordinating working bees this year. Thank you both.

I would like to take this opportunity to acknowledge our outgoing Uniform Shop Coordinator Nelle Griffin. Thank you, Nelle, for your years of service and the work you have done in handing over to our incoming uniform shop convenor.

The Tuckshop was again an important service to parents and students and as I step down as Tuckshop Convenor, I would like to thank the many, many mums, dads, grandparents and even past students that have helped run this service for St Agnes over the past 5 years.

Our achievements this year, wouldn't be possible without the support of Bernadette and Liam – thank you for supporting the P&F's events and fundraising goals this year. As parents, we also appreciate your hard work and that of all the teaching staff at St Agnes, to inspire our students to reach their full potential. We are both proud and grateful for the community we have at St Agnes.

Other partners of the P&F I would like to acknowledge are:

- St Agnes Netball Club for its continued support of our young netballers
- Renee and her OSHC team, for providing an excellent and valuable service to our parent and our children; and
- Krista Adams for her ongoing support of our community and events through grants and meeting updates.

Finally, congratulations to our Year 6 graduating students. As they complete their primary school year and move on to the next stage of their education, I hope that they can look back at their time at St Agnes fondly, and take with them memories that will last a lifetime.

I would like to close by thanking all the parents who attend regularly and provide a valuable contribution to our monthly meetings. By taking an interest in the P&F and showing our children that community involvement is important, you have helped shape and promote positive school experiences for all students.

Our success is only achieved through the support and enthusiasm of our parent body so thank you all for supporting me in the role as president and the P&F Committee.

**ST AGNES CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION (P&F)  
ANNUAL GENERAL MEETING (AGM)**

**Treasurer's Annual Report 2019**

**FINANCIAL YEAR OCTOBER 2018 – 30 SEPTEMBER 2019**

There are four significant operations undertaken by the P&F to assist the school, which fall into the broad categories of providing essential services and raising monies.

**SERVICES**

The Tuckshop and Uniform Shop operations are run to support the school community and as such the pricing structure has been established to cover costs. Because the accounts are prepared on a cash basis the timing of payments/receipts can occur over consecutive accounting periods, thereby influencing the outcome of a particular year and is further influenced by the cyclical trade in the Uniform Shop and lead time for uniform orders.

**Tuckshop**

<b>Trading Income</b>	2019	2018	2017
<b>SERVICES</b>			
<b>TUCKSHOP</b>			
Services Income - Tuckshop Income	36,551	26,799	46,019
Services Income - Tuckshop Income Other	-	-	525
Service Expense - Tuckshop Supplies	(20,585)	(18,600)	(18,150)
Service Expense - Tuckshop Convenor Wages	(19,760)	(15,209)	(18,925)
Service Expense - Tuckshop Equipment	(2,582)	(477)	(214)
Service Expense - Tuckshop Assoc. Membership	(220)	-	-
<b>Total TUCKSHOP</b>	<b>(6,596)</b>	<b>(7,488)</b>	<b>9,255</b>

The outcome of each financial year usually comprises operations from Term 4 (of the prior calendar year) to Term 3 but there can be timing delays with the transfer of proceeds from the tuckshop account, which then fall into the following financial year. The adoption of Qkr from Term 1 2020 whereby proceeds will deposit direct to the main account will eliminate these delays.

Total turnover associated with this service for FY19 is reported as \$36,551 and a corresponding net cash use of \$6,647, however is impacted in FY19 by: (1) CAPEX to replace the oven, (2) inclusion of Term 3 2018 sale proceeds of \$7,979; (3) inclusion of FY18 wages of \$3,676; and (4) exclusion of Term 3 2019 proceeds of \$7,736.

On an adjusted basis, excluding CAPEX the underlying performance of the tuckshop in FY19 is -\$580 and in FY18 is -\$2,708.

**Uniform Shop**

<b>Trading Income</b>	2019	2018	2017
<b>SERVICES</b>			
<b>UNIFORM SHOP</b>			
Services Income - Uniform Shop Income	55,262	52,581	46,244
Service Expense - Uniform Shop Supplies	(41,992)	(21,396)	(54,252)
Service Expense - Uniform Shop Equipment	-	(2,468)	-
Service Expense - Uniform Shop Bank Charges	(847)	(856)	(856)
<b>Total UNIFORM SHOP</b>	<b>12,423</b>	<b>27,861</b>	<b>(8,865)</b>

Total turnover associated with this service for FY19 is \$55,262, consistent with FY18 and although uniform purchases were higher than the prior year – resulting in lower overall cash generation - there was a net decrease in Inventory. Stock on hand as at 30 July 2019 is \$54,541, with a further stocktake likely required with adoption of Qkr from Term 1 2020.

Stock prices were increased as of Term 4 in line with increased make prices. Although make prices increased in 2018 with the new supplier, Hosikozi, prices were not increased due to large quantities of

**ST AGNES CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION (P&F)  
ANNUAL GENERAL MEETING (AGM)**

VOF stock still held, which were made at a lower cost + GST price. Now that most of the VOF stock has been sold, prices have been increased in line with the increased make prices.

During the year, all chair bag stock (122 units) was given to Upper Mt Gravatt State School in response to a request for donations following a fire in June 2019 that destroyed some of the state school.

## FUNDRAISING ACTIVITIES

### Events

Trading Income	2019	2018	2017
<b>EVENTS</b>			
MINI MUDDER	7,007	6,851	7,386
BUSH DANCE	2,908	-	658
MOTHER DAY HIGH TEA	1,538	-	-
DISCO	1,979	(400)	-
TRIVIA NIGHT	(978)	-	5,019
CHRITMAS CAROLS	1,594	1,184	-
ATHLETICS DAY	239	919	1,220
FETE	(2,730)	37,819	(3,270)
<b>Total EVENTS</b>	<b>11,558</b>	<b>46,373</b>	<b>11,012</b>

Additional amounts were received but banked post FYE for the:

- Mother's Day High Tea (\$500), taking the total raised to \$2,038; and
- Trivia Night (\$2,389), taking the total raised to \$1,411.

The adjusted total cash generated for FY19 is \$14,446, which includes Grants/ Sponsorships from:

- Brisbane City Council - \$1,000 towards the Bush Dance
- Brisbane City Council - \$954 towards the Mini Mudder (CY 2018)
- Holland Park Ward Office - \$500 towards the Mother's Day High Tea
- Greenslopes Ward Office - \$150 towards the Trivia Night

**Note:** Ride deposit for FY20 Fete has been paid.

### Fundraising/ Community

Trading Income	2019	2018	2017
<b>FUNDRAISING/ COMMUNITY</b>			
Fundraising Revenue - Easter Raffle	1,743	1,981	1,776
MOTHERS & FATHERS DAY	759	1,131	782
Fundraising - Envirobank	123	-	-
Fundraising - Entertainment Books	392	481	763
<b>Total FUNDRAISING/ COMMUNITY</b>	<b>3,017</b>	<b>3,592</b>	<b>3,320</b>

These activities - lead by the Easter Raffle – generated net cash of \$3,017, which is consistent with prior years. Envirobank commenced during the year.

The P&F uses the net cash generated to meet its operating expenses and provide funding to the School. Funding to the School is broadly categorised into Recurrent School Donations, which are based on a budget set each year and general donations, which can be ad hoc based on school requests or in accordance with the 5-year plan.

## OPERATING EXPENSES

### P&F Expenses

**ST AGNES CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION (P&F)  
ANNUAL GENERAL MEETING (AGM)**

<b>Operating Expenses</b>	2019	2018	2017
<b>P&amp;F EXPENSES</b>			
P&F Expense - P&F Federation Membership	2,567	-	-
P&F Expenses - Postage/Stationery	45	-	-
P&F Expenses - Gifts	959	836	1,303
P&F Expense - Meeting Expenses	64	82	88
P&F Expense - Accounting Software	-	-	188
<b>Total P&amp;F EXPENSES</b>	<b>3,635</b>	<b>918</b>	<b>1,578</b>
<b>Notes:</b>			
1. FY19 Federation Membership includes \$400 related to FY18			
2. Gifts predominately comprises the Gift to Melinda Dry (\$800)			

## DONATIONS

### Recurrent School Donations

<b>RECURRENT SCHOOL DONATIONS</b>	2019	2018	2017
Recurring School Donation - School Camps	4,680	4,000	2,055
Recurring School Donation - Parent Focus Evenings	1,184	-	450
Recurring School Donations - Oval Maintenance	1,200	1,200	1,200
Recurring School Donation - ROP	353	654	2,329
Recurring School Donation - General/Office Supplies	500	535	500
Recurring School Donations - Prep BBQ	168	206	859
<b>Total RECURRENT SCHOOL DONATIONS</b>	<b>8,086</b>	<b>6,596</b>	<b>7,393</b>
<b>Notes:</b>			
1. Actual to budget is \$512 under. The overrun in Parent Focus Evenings is offset by an underrun in ROP and the family assistance was not utilised.			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
School Camps	4,680	4,680	0
Parent Focus Evenings	1,184	900	284
Oval Maintenance	1,200	1,200	0
Rite of Passage	353	650	(297)
Assistance to Family in Need	0	500	(500)
Admin Expenses	500	500	0
Prep BBQ	168	168	0
<b>Sub-total</b>	<b>8,086</b>	<b>8,598</b>	<b>(512)</b>

### School Donations

	2019	2018	2017
School Donation	4,390	67,495	7,049
<b>Note:</b> no new donation was made to the school in FY19. The amount tabled above is for the Equipment Shed (\$4,935) and a reimbursement for the overpayment of School Tents.			

## FY19 RESULT

**ST AGNES CATHOLIC PRIMARY SCHOOL**  
**PARENTS & FRIENDS ASSOCIATION (P&F)**  
**ANNUAL GENERAL MEETING (AGM)**

	<b>Opening Cash - Cheque a/c</b>	<b>65,466</b>
	Net Profit	4,290
	<b>Closing Cash - Cheque a/c</b>	<b>69,757</b>
	Banked POST FYE	10,625
	<b>Total Cash</b>	<b>80,382</b>
	<b>Notes:</b>	
	1. Net profit of \$4,290	
	2. Income banked post FYE or held in Tuckshop account amounted to \$10,625	
	3. Net movement in cash of \$14,916	

**Prepared By:** Shane Boyce (Treasurer)

**Date:** 5 November 2019